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CIVIL SERVICE COMMISSION OF CANADA  
OTTAWA, CANADA

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EXAMINATIONS

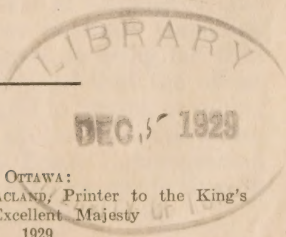
FOR

JUNIOR  
TRADE COMMISSIONERS

IN THE

COMMERCIAL INTELLIGENCE SERVICE

Department of  
TRADE AND COMMERCE



OTTAWA:  
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Examinations  
for Junior Trade  
Commissioners

As the class of Junior Trade Commissioner is the entrance grade of the Trade Commissioners' Branch in the Commercial Intelligence Service of the Department of Trade and Commerce, a few facts as to this service may be of interest.

The Department of Trade and Commerce was created in December, 1892. There had been no organized effort previously made by the Government of Canada to assist the export trade of Canada in a scientific manner and find markets for Canadian products. A few Commercial Agents had been established under the supervision of the Minister of Finance, chiefly in the British West Indies and the British Isles. These Commercial Agents were turned over to the new Department of Commerce, and in 1907 they were renamed Canadian Trade Commissioners, it being felt that the term Agent implied that the officer was actively engaged in buying or selling which militated against the usefulness of his efforts. A Trade Commissioner, on the contrary, uses his entire time in the interests of Canadian trade.

Mr. F. C. T. O'Hara, the present Deputy Minister of Trade and Commerce, was the first Superintendent of Commercial Agencies and, under his active supervision, the service has continued to grow.

The rapid rise of Canada to one of the foremost positions among the exporting nations of the world (she now ranks fifth) has been advanced as an exemplification of the knowledge, resourcefulness, and courage of her producers and manufacturers. Credit must also be given to the wide assistance furnished by the Government of Canada and the excellent work performed by the Commercial Intelligence Service, the personnel of which has grown rapidly, particularly in the last few years.

This service, of which Mr. Chester H. Payne is now Director, has two main divisions, the Administrative or Headquarters Division at Ottawa and the field force, comprising the Trade Commissioners and Assistant Trade Commissioners in foreign countries. Offices have been established in the Argentine, Australia, Belgium, Brazil, British West Indies (2), Cuba, China (2), Dutch East Indies, France, Germany, Greece, Holland, India, Irish Free State, Italy, Japan, Mexico, New Zealand, Norway, Panama, Peru, South Africa, United Kingdom (5), United States (3).

The Administrative or Headquarters Division at Ottawa publishes the Commercial Intelligence Journal, first founded in February, 1904. This Journal contains reports from all Trade Commissioners on the state of trade and

conditions in the countries in which they have been placed; the markets and opportunities for placing various manufactured or other Canadian goods; also information as to changes in customs and other duties and has proved exceptionally valuable to the Canadian business man.

The Trade Inquiries Division, as its title implies, is a Clearing House at Headquarters, at which all inquiries of Canadian manufacturers as to markets and opportunities for sale are answered and inquiries from foreign sources for Canadian goods are brought to the attention of Canadian exporters.

The Foreign Tariffs Division at Headquarters compiles and keeps up to date, complete information as to tariffs and any changes between all countries of the world. It furnishes full information as regards customs duties, tariff laws, special taxation, etc.

A Directory of Canadian exporters and foreign importers is also kept at Headquarters from which foreign inquiries may be answered and Canadian firms may be furnished with information.

The following extracts from the Canadian Trade Index, 1929, published by the Canadian Manufacturers' Association will depict the nature of the duties of a Trade Commissioner.

"The members of the Canadian Government Commercial Intelligence Service who serve abroad are called Canadian Trade Commissioners. It rarely occurs that a name so adequately describes the office they hold as does the



name Canadian Trade Commissioners. They are Canadian. They must represent Canada in the territory allotted to them for purposes that other countries represented in the same country may appoint Ambassadors, Consuls, Commercial Attachés, and Trade Commissioners to accomplish. The Canadian Trade Commissioners may be called upon, within limits, to take the place for Canada in their territory of any or all of the above mentioned officials of other countries. Therefore, they must be men of education, character, experience and ability so that in public and private appearance they will be worthy representatives of the country that sends them, and so that they may mingle on an even footing personally with the most important people socially and politically in the country to which they are accredited. The public impression that these men make, necessarily, has considerable bearing on the formation of favourable public opinion about Canada in the country to which they go.

“Now for Trade. They are Trade Commissioners in a very wide sense. The impression of integrity and ability that they convey to public men and officials, business men and the general public in their territory can easily be of striking importance to the development of the trade of Canada. Various general duties are imposed on them in addition to the public side of their activities. Depending on the personality and general agreeableness of the man him-

self, a Canadian Trade Commissioner may be called upon to advise with the government officers of other countries with respect to impending changes in the Customs tariff or import regulations of the country to which he is allotted. He may be called upon by courtesy to advise with respect to Canadian experience in new and untried questions coming up in his territory. He is called upon to protect the rights and privileges of Canadian citizens and interests abroad. He must have the experience and ability to select from a mass of statistical information, compiled in his territory, the essential factors that will convey to Canadian readers a correct and adequate picture of the economic conditions in export markets; or, if the economic information is not sufficiently adequate, he must be able to devise satisfactory alternative methods of supplying this general need.

“He is required to be reasonably well informed respecting the production and commercial conditions surrounding many classes of individual business in order that he may be of practical service to individual Canadian exporters whose definite enquiries have been encouraged by the policy of the Department of Trade and Commerce.”

## QUALIFICATIONS REQUIRED

Appointments to Junior Trade Commissionerships are made by the Civil Service Commission after competitive examination. Competitions are advertised throughout Canada, when necessary. In the past, there has been at least one competition each year.

Aside from good appearance and address which are most essential, some of the principal requirements for a Junior Trade Commissioner may be stated as follows:—

Knowledge of the principles of Foreign Exchange, Commercial Geography, and Foreign Trade.

Knowledge of International Trade movements and practice.

General knowledge of Export Trade technique; ability to write good businesslike reports, preferably experience in some business or undertaking which gives a broad view of trade development and intimate knowledge of business practices.

Knowledge of the resources of Canada and familiarity with the industrial development of the country in relation to domestic and export trade.

First-class physical condition. This is an absolute necessity as, on appointment to the class of Assistant Trade Commissioner, assignment may be made to any post in the service in tropical, sub-tropical or other regions. No preference can be allowed to appointees in this connection.

The education required of candidates is that equivalent to graduation from a



University of recognized standing or graduation from the Royal Military College at Kingston. Preference is given to candidates who have obtained the degree of Bachelor of Commerce.

Candidates must also have been residents of Canada for at least fifteen years prior to the date of examination and must have reached their twenty-first birthday, but not their thirty-first birthday at the date of examination.

Married men will not be admitted as candidates for positions of Junior Trade Commissioners. Nor may a Junior Trade Commissioner or an Assistant Trade Commissioner marry without the approval of the Department.

#### NATURE OF EXAMINATIONS

The examination consists of a written test of the candidate's knowledge of Canadian resources, products and industries, and of the principles of export trade, including placing and selling goods, trade terms, foreign exchange, and financing; a rating on education and experience; and an oral examination to determine personal and physical fitness.

The written examination will have a weight of 4, while the oral examination including the rating on education and experience will be given a weight of 6. Only those candidates who secure marks of 60 per cent and over on the written examination will be called for oral.

The written examination also includes papers in French, Spanish, German, and Italian. These language subjects are optional and bonus marks are

granted for them. Candidates with a knowledge of any of these languages should attempt the papers, as failure to pass in any language does not count against a candidate and bonus marks are given to candidates who show a reasonable familiarity with the language attempted.

### SUGGESTED COURSE OF STUDY

With a view to indicating the course of study for prospective candidates, it may be mentioned that the following government publications are of use. These may be obtained upon application to the Department stated:

*Condensed Preliminary Report of the Trade of Canada, The Canada Year Book—*

Dominion Bureau of Statistics, Ottawa  
(Free).

*The Commercial Intelligence Journal,*  
Commercial Intelligence Branch,  
Department of Trade and Commerce,  
Ottawa (Free).

*(Specimen copies only.)*

The subscription price for the Commercial Intelligence Journal is \$1 per annum. Remittances should be addressed to the King's Printer, Government Printing Bureau, Ottawa.

Useful text books on foreign trade are numerous, as also on connected subjects such as export or import trade, practical exporting, trade term definitions, trade finance, etc.

The Royal Bank of Canada and other Canadian Banks also publish valuable books and pamphlets on financing foreign trade; Canadian resources, etc.

### SALARIES AND PROMOTIONS

The Junior Trade Commissioner enters the Service on appointment at a salary of \$1,920. After six, eight, or twelve months' training in the Department he is promoted to some post abroad, as occasion or emergency may require, as an Assistant Trade Commissioner at a salary of \$2,460 (with annual increases up to \$2,940), plus three-quarters of the living allowance fixed for the post to which he is assigned. The living allowance at present authorized ranges (according to the cost of living at the various posts) from \$1,500 to \$4,000.

Promotions to the rank of Trade Commissioner are made as new offices are opened or vacancies occur in existing offices, from Assistant Trade Commissioners who are considered, after satisfactory service, eligible for such promotion.

The range of a Trade Commissioner's salary, exclusive of living allowance, is as follows:—

- Grade 1—\$3,180-4,080, 4 years' service before promotion to
- Grade 2—\$4,380-4,980, 3 years' service before promotion to
- Grade 3—\$5,280-5,760.

A vacation of three weeks is allowed each year. Leave may be accumulated for two years under certain conditions. In order to renew acquaintance with Canadian Trade Development, Trade Commissioners or Assistant Trade Commissioners are brought back for a Canadian business tour every four years. Trade Commissioners or Assistants stationed at unhealthy posts are returned to Canada every two years for a somewhat extensive official tour. Those in semi-tropical countries are returned every three years for a similar purpose. Trade Commissioners or Assistants returning to Canada for official tour receive their transportation and living expenses for themselves and family up to the number of five.

Prospective candidates or persons interested in these examinations may receive notification of future examinations by communicating with the Civil Service Commission, Ottawa.

Under the provisions of the Civil Service Superannuation Act, each permanent Civil Servant contributes 5 per cent of his salary, and 5 per cent of his living allowance, if any, to the Superannuation Fund.

Retiring allowance is based on amount of salary and length of service.



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